

MEETING MINUTES

Date of Meeting: July 16, 2013

Subject: 5th Steering Committee (SC) meeting

Project Name: City of Covington Hazard Mitigation Plan

In Attendance: **Steering Committee-** Shellie Bates, Linda Graney, Ann Mueller, Marcia Milam, Don Vondran

Planning Team- Rob Flaner, Kristen Gelino

Not Present: Karla Slate, Robert Meyers , Bob Oxborrow,

Summary Prepared by: Kristen Gelino – 7/17/2013

Project No.: 103S2602

Quorum- Yes or No Partial – Quorum was obtained for agenda items where decisions have been recorded.

Item	Action
------	--------

Welcome and Introductions

- Shellie Bates opened the meeting.
- The 6/18/2013 meeting minutes were reviewed, but approval was postponed until enough SC members were present for quorum.
- The Agenda was reviewed and modified. The SC moved the discussion of the Public Involvement Strategy to the top of the agenda to accommodate the schedule of a SC member who needed to leave early.
- Handouts provided included: Agenda, Meeting Minutes, finalized Hazard Mitigation Plan survey announcement card, City of Covington Risk Assessment Update, Approved Goals and Proposed Objectives, draft Plan Maintenance Strategy chapter and draft Progress Report template.

Public Involvement Strategy

The public survey was finalized and is now available as a live link posted on the Mitigation Plan website. The SC would also like the link to be posted on the rotating banner of the main page of the City of Covington website.

Revisions to the survey announcement card discussed at the last meeting were completed and approved earlier in the month. The cards have been sent to the printer. An order was placed for 500 copies, but will be increased to 1,000. The cards will be sent directly to the City and should arrive in time to hand out at the Covington Days Festival scheduled for July 20-21.

Shellie will contact Karla about displaying a link to the public outreach survey on the main page of the City's website.

Rob will change the print order of the survey announcement cards from 500 to 1,000.

Item	Action
<p>The SC discussed the logistics for the upcoming public outreach open house.</p> <p>The open house will be held in the City Council Chambers at City Hall on September 5th from 6:30 pm until 8:30 pm. This time was chosen to correspond with the Planning Commission meeting; however, there are no items listed on the Commission's agenda. After discussion the SC determined that there was not a need to hold an official meeting of the Commission. Instead, the Commission will be asked to review the plan in draft form at a later date. The SC will need to ask to be placed on the Planning Commission Agenda in October or November. The Planning Commission members and the City Council members will be invited to attend the open house event.</p> <p>The SC discussed the open house as an opportunity for other emergency management related organizations to reach out to the public, and they brainstormed a list of possible organizations to contact. Examples of these organizations are the Red Cross, representatives from the CERT program, Home Depot, Ham radio operators, Eagle Scouts, Girl Scouts and the Kent Fire Department.</p> <p>The format of the event will be open house style with a 45 minute presentation. Light refreshments may be provided. Set up for the event will begin around 4:30 pm. SC members are not required to attend, but attendance is encouraged. There will be a Hazus work station where residents can review parcel-specific information about their property and print outs of individual damage estimates will be provided. Rob estimates that there will also be about 30 maps on display.</p> <p>A press release should be sent out 30 to 14 days before the event. The release date should be no later than August 21st. SC members should brainstorm additional organizations, such as area homeowner organizations, that may be interested in receiving the press release or open house announcement. Notification of the event should be provided via the City's Facebook page a week or a few days prior to the event. Posters advertising the open house will be produced and distributed around the City in the next several weeks.</p>	<p>Ann will cancel the Planning Commission meeting scheduled for September 5th.</p> <p>Ann will arrange for the Planning Commission review of the draft mitigation plan to be placed on the Commission's fall agenda.</p> <p>Shellie will arrange for a notice of quorum to be distributed.</p> <p>Rob will send Shellie an example standard press release.</p> <p>Shellie will arrange for the press release to be distributed no later than August 21st.</p> <p>Kristen will produce mock ups of flyers for the September 5th event.</p> <p>Shellie will reach out to potential organizations who may want to table the event.</p> <p>Shellie will reserve the City Council chambers for the evening of September 5th.</p>
<p><u>Risk Assessment Update</u></p> <p>Rob provided an update on the risk assessment maps. All required data has been gathered and the maps are approximately 50 percent complete. Rob will send out PDFs or JPEGs to the SC for review and comment.</p> <p>Rob will discuss the maps during his presentation at the open house. He explained that the risk assessment data needs to be validated and this is generally done at the open house where people have an opportunity to view and comment on the mapped areas. The planning team will use these comments to refine the analysis.</p>	<p>Rob will distribute draft maps to the SC by email after they are completed.</p>

Item	Action
------	--------

Objectives

The SC reviewed each of the 12 proposed objectives:

1. Educate the public on the risk from natural hazards and increase awareness, preparation, mitigation, response, and recovery activities.
2. Consider the use of incentives for hazard mitigation to minimize the impacts of natural hazards on current and future land uses.
3. Establish a partnership among all levels of government and the business community to improve and implement methods to protect private property and delivery of services.
4. Integrate hazard mitigation goals and policies into the City's Comprehensive Plan.
5. Create a public outreach strategy that informs the public on the risk exposure to natural hazards and ways to increase the public's capability to prepare, respond, recover and mitigate the impacts of these events.
6. Pursue implementation of all feasible risk reduction measures that reduce the natural hazard risk exposure to both public and private property.
7. Utilize the best available data, science and technologies to improve understanding of the location and potential impacts of natural hazards, the vulnerability of building types, and community development patterns and the measures needed to protect life safety and critical facilities.
8. Retrofit, purchase, or relocate structures based on one or more of the following criteria: level of exposure, repetitive loss history, and previous damage from natural hazards.
9. Seek natural hazard mitigation projects that minimize or mitigate their impacts on the environment.
10. Strengthen codes, land use planning and their enforcement, so that developments avoid or withstand the impacts of natural hazards.
11. Maintain and restore critical functions of identified critical facilities through proactive planning.
12. Seek ways to improve emergency management capacity and capability within the whole community.

The SC unanimously approved the proposed objectives as written.

Kristen will combine the approved mission statement, goals and objectives into one document.

Shellie will post this document on the website.

Item	Action
------	--------

Meeting Minutes

Because a quorum had now been reached, the SC returned to the approval of the previous meeting minutes. In reference to an action item identified in the June 18 minutes, the SC was informed that a non-project SEPA review process would not be necessary for the plan. The SC unanimously approved the meeting minutes as written.

Plan Maintenance Strategy

The SC reviewed the draft Plan Maintenance Strategy and draft Progress report template. Rob provided a summary of the sections and major points of the chapter. The strategy reflects the SC's previous decision to provide an annual written review of progress and to reconvene the SC to review this written report.

Kristen will make the requested edits to the draft Plan Maintenance Strategy.

The maintenance strategy states that "the Covington City Council Office and the Public Works Department will be jointly responsible for overseeing the plan's implementation and maintenance through existing City programs." The SC has requested that word office be removed from this statement.

The progress report will report on actions that are presented in the plan and each action will be marked as completed, not completed, or ongoing at the time of the review. Additionally, the review will provide the opportunity to reprioritize, introduce new actions or suggest enhancements for the next update. After completion the report should be posted on the hazard mitigation website. The SC may also want to consider providing the City Council with a non-consent update and adding the progress review to the annual City Council agenda.

After discussion, the SC decided to convene the SC every 6 months instead of annually. This may allow for a more dynamic plan and for greater opportunity for course correction, if needed. The progress report will still be reviewed and finalized on an annual basis.

The SC unanimously voted to approve the draft Plan Maintenance Strategy chapter pending the discussed edits.

Action Items for Next Meeting

There will not be a SC meeting in August, and it is unlikely that there will be a meeting in September. At the next SC meeting in October, the planning team will have a draft version of the plan for review.

Shellie will put a notice on the website that there will be no August SC meeting.



Item	Action
------	--------

The SC members should look for email updates over the next several months.

Other

Rob introduced an additional item that was not included on the agenda. Carol from Tetra Tech has updated the Critical Facilities database, but it needs to be reviewed by someone at the City. Rob will ask Carol to send the critical facilities information to Shellie this week. The review must be completed and returned to Carol by August 30th.

Rob will have Carol send the critical facilities database to Shellie this week.

Additional administrative details about the upcoming meeting were also discussed.

The meeting was adjourned at 11:00 AM

The next Steering Committee meeting is:

**October 15, 2013 from 9:30 AM to 11:30 AM
Covington City Hall**